

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
<b>TIER I (\$25,000-\$99,999)</b>	<b>TIER II (\$100,000-\$250,000)</b>	<b>TIER III (&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP		Quality Assurance/Quality Control	
			<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages (MDOT Forms not counted) <b>(No Resumes)</b>	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	<b>Total maximum pages for RFP not including key personnel resumes</b>	

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING \*\*

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED

THROUGH

**Prequalified Services** – See page \_\_\_\_ of the attached Scope of Services for required Prequalification Classifications.

**Non-Prequalified Services** - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\*For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address MUST be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

**Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

**Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address MUST be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

<b>Lansing Regular Mail</b>	<b>OR</b>	<b>Lansing Overnight Mail</b>
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

**(These forms are not included in the proposal maximum page count.)**

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
AS NEEDED CONSTRUCTION SERVICES  
Inspection and Testing Service**

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION(S):** Arenac, Bay, Saginaw, & Tuscola Counties

**DESCRIPTION OF WORK:**

Provide inspection and testing services as needed for road and bridge construction work which will include performing inspection and testing services during construction and office work to close projects out (“finaling”) after construction. The inspectors shall work under the direction of the Project Engineer Manager. Inspection and testing will be performed on various projects and may be needed full time or at various given times (overtime may be necessary).

This solicitation will result in the selection of one firm.

See **Attachment A** for the list of construction projects in the Bay City TSC area that will require “as-needed” inspection and testing. The information on **Attachment A** was compiled with the most current data at the time of solicitation and is subject to change.

**ANTICIPATED START DATE:** March 1, 2012

**ANTICIPATED COMPLETION DATE:** March 31, 2013

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Bituminous Pavement Inspection  
Portland Cement Concrete Inspection & Testing

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Aggregate Testing  
Density Inspection & Testing  
Traffic and Safety Inspection Services

**DBE REQUIREMENT:**

0%

**MDOT PROJECT MANAGER:**

Louis J. Taylor, P.E.  
Bay City Transportation Service Center (TSC)  
2590 East Wilder Road  
Bay City, MI 48706  
Phone (989) 671-1555  
Fax (989) 671-1530  
Email: [taylorl7@michigan.gov](mailto:taylorl7@michigan.gov)

The Consultant shall contact the Project Manager prior to beginning any work on this Project.

**GENERAL INFORMATION:**

The inspectors shall work under the direction of the Project Engineer Manager. Consultant services will be performed on various projects. Additional projects may be added as directed by the Project Engineer Manager. Consultant services may be needed full time or at various given times (overtime may be necessary).

Since the Services described herein are financed in whole or in part with Federal and State funds, the Services shall comply with all applicable Federal and State laws and regulations.

**CONSULTANT RESPONSIBILITIES:**

This scope of Services consists of performing to the satisfaction of MDOT all inspection and testing services necessary to complete the construction contracts, in accordance with MDOT specifications, publications, and accepted practices.

The Consultant's principal contact with MDOT shall be through the designated Project Engineer Manager.

The Consultant agrees to demonstrate the knowledge and perform in compliance with the standard construction practices of MDOT; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; the Density Control Handbook; the Materials Quality Assurance Procedures Manual and any other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

The Consultant shall provide their own transportation to, from, and on the project site to perform the services outlined herein. Consultant vehicles in a construction zone shall be equipped with a yellow beacon light and conspicuity tape.

Provide full time experienced inspection and testing services as needed on various projects and perform inspection and testing services under the direction of the Project Engineer Manager. The inspectors assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.

Provide to the satisfaction of MDOT, inspection and testing services required for, but not limited to, bridge rehabilitation, bituminous construction, Portland cement concrete construction, aggregate construction, rubblizing, ditching and drainage, joint repair, guardrail, undercutting, and earthwork. Perform all reporting, measurement, computation, and documentation required by the specifications,

plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide, and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.

The Consultant will immediately bring to the attention of the Project Engineer Manager any failure by the Contractor to comply with any plan or specification requirement, any problem, trends toward borderline compliance, or any occurrence which may require resolution by the Engineer.

The Consultant shall perform field operations in accordance with MDOT's Personal Protective Equipment (PPE) Policy, MIOSHA regulations and accepted safety practices.

The Consultant shall attend all project related meetings, when directed by the Project Engineer Manager.

The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines, and procedures manuals.

All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant.

The Consultant shall return to the Project Engineer Manager at the completion of the Agreement any and all Project-specific materials and documents furnished to the Consultant by the Project Engineer Manager.

The Consultant shall be responsible for any errors that occur on the project due to an inspection or testing error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. When an error is discovered, MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, MDOT will forward a copy to the Consultant for reimbursement.

The Consultant shall provide the inspectors with lap top computers (or equivalent) with Field Manager and/or Field Book software and produce all daily inspection reports in this format. The inspectors shall deliver all inspection reports to the Project Engineer Manager's office daily. Once a project begins, daily inspection reports shall be written and turned in for every day of construction contract time.

The Consultant shall provide the inspectors with digital cameras to document field conditions as needed.

The inspectors shall have passed the Michigan Department of Natural Resources and Environment certification for construction certified storm water operator and soil erosion and sedimentation control training.

The Consultant shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge shall be calibrated to meet MDOT requirements.

The Consultant shall provide a Roll-O-Meter, Acme, or Pres-sure air entrainment gauge for concrete testing. This gauge shall be calibrated to meet MDOT requirements.

In addition to providing the aforementioned density and concrete gauges, the Consultant shall provide all measuring and testing equipment required for proper and accurate inspection.

The bridge inspector(s) shall be certified as a Concrete Technician Michigan Level I through a program certified by the Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association. The road inspector(s) shall have completed MDOT's Inspection School, or display a proficiency in MDOT practices through equivalent relevant experience.

The Consultant shall furnish all services and labor necessary to conduct and complete the Consultant Construction Inspection and Testing Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by MDOT), and check and/or test them prior to use in carrying out this work.

### **MDOT RESPONSIBILITIES:**

The Project Engineer Manager shall determine if an error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.

**The Project Engineer Manager shall furnish to the Consultant all project specific construction contracts, proposals, plans, shop drawings, plan revisions, written instructions, and other information and/or data deemed necessary by the Project Engineer Manager for the Consultant to perform the services required herein unless such documents are available for download from the MDOT website.**

### **CONSULTANT PAYMENT:**

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to MDOT and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by MDOT for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

The fixed fee allowed for this project is 11.0% of the cost of direct labor and overhead.

**The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to MDOT. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.**

**MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed on Attachment A, under the conditions of this “as needed” scope of services.**

**Full time services may not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.**

**The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office.**



## ATTACHMENT A

1. 06073-111062A  
Scope of Work: Bridge rehabilitation and approach work US-23 over the Whitney Drain, Arenac County.
2. 06111-89615A  
Scope of Work: Bridge rehabilitation and approach work on Sterling Road over I-75, US-23 Ramp F over I-75, and US-23 EB over M-13, Arenac County.
3. 09033-84909A  
Scope of Work: Bridge replacement on M-13 over Johnson Creek, Bay County.
4. 09101-113458A  
Scope of Work: 12.045 miles of overband crackfill, single chip seal, and single course micro-surface on EB US-10 from east of Bay City Road to west of Reinhardt Avenue, Bay County.
5. 73063-110429A  
Scope of Work: Articulating concrete block floor system, rip rap, channel cleanout, and plugging weep holes on M-46 over Blumfield Creek, Saginaw County.
6. 73111/73112-87509A  
Scope of Work: Reconstruction with median barrier wall on I-75 from Janes Road to the south abutment of the Zilwaukee Bridge and from the north abutment of the Zilwaukee Bridge to south of the I-675 north interchange, Saginaw County.
7. 73111-88245A  
Scope of Work: Bridge replacement, slope paving, and approach replacement on Janes Road over I-75, Saginaw County.
8. 73111-112772A  
Scope of Work: HMA overlay, substructure repair, full painting, and concrete surface coating on Wadsworth Road over I-75, Saginaw County.
9. 73900-105391A  
Scope of Work: Signal modernization work at 19 locations, Saginaw County.
10. 73999-109601A  
Scope of Work: 2.2 miles of non-motorized path construction from south of Ederer Road to north of M-46, Thomas Township, Saginaw County.
11. 73999-113114A  
Scope of Work: 2.8 miles of non-motorized path construction from north of McCarty Road to north of Titabawassee Road, Kochville & Saginaw Townships, Saginaw County.